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ENVIRONMENTAL MANAGEMENT DEPARTMENT
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INSTRUCTION

Instruction for Tracking/Scheduling Training and Qualifications
and Retention of Records for Training.

INSTR.003
Date Effective: 05/30/97
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APPROVED FOR INTERIM USE:


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I. PURPOSE

This instruction explains how the Training Coordinator tracks, schedules and retains records for the different types of required training and qualifications on Site.

II. SCOPE

This instruction describes how to track and schedule Classroom, Computer Based and Job Specific training. This instruction also describes how to retain training and qualification records. This instruction does not include the scheduling of physicals or respirator fit tests.

III. DEFINITIONS

Qualification Program Tracking A program in the Training & Scheduling Records (TSR) database which records training course completion and upcoming training dates from a list of predetermined courses, as related to a specific individual.

Training Coordinator An individual who is given the overall responsibility for the tracking, scheduling, and documentation of required training for a project, facility, or organization.

Training Instructor An individual who is qualified to teach training.

IV. INSTRUCTIONS

A. Process to track personnel training using the Qualification Program Tracking (QPT) System.

1. The QPT system is a program in the Training & Scheduling Records (TSR) System that allows the Training Coordinator to track personnel training and qualifications. The QPT system is automatically updated by TSR. Each Training Coordinator can set up a QPT program in the QPT system for each identical job task. For example, if there are five employees that all need the exact same required training, the Training Coordinator will set up a QPT program for those five employees. There is one QPT program for each set of identical training requirements.

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2. The Training Coordinator obtains the QPT Program Initialization Form from Plant Training Records located in Building 060. The Training Coordinator may also modify a previous QPT printout and send it to Plant Training Records.
3. The Training Coordinator fills out one form per identical job task (There will be one QPT program for each job task that has identical training requirements). The Training Coordinator needs to include all required training classes, briefings, building indoctrinations, qualification documents, etc., with associated course numbers.
4. Once a form is filled out for every job task, the Training Coordinator sends the completed forms to Plant Training Records in Building 060 to have the information entered in the TSR system.
5. Plant Training Records will contact the Training Coordinator after all information is entered in the TSR system. The Training Coordinator can then enter individual names into the QPT program according to training requirements.
6. The Training Coordinator can print QPT reports by employee on a monthly basis. The QPT report will show which classes will expire. The Training Coordinator will ensure training is scheduled as necessary.

B. How to schedule personnel for Classroom training.

1. Each Training Coordinator must have access to the TSR system which is controlled by Plant Training Records.
 - a. To obtain access, the Training Coordinator must contact Plant Training Records and complete required paperwork.
 - b. Once the Training Coordinator obtains access to the TSR, the Training Coordinator must attend a briefing that is conducted by Plant Training Records on how to use the TSR System. Each Training Coordinator will receive a user's manual on how to use the TSR system and receive "Hands-on training" how to schedule Classroom training.
 - c. Only Classroom training can be scheduled on the TSR system.
2. After the training briefing is completed, the Training Coordinator should fully understand how to schedule Classroom training on the TSR. The Training Coordinator may refer to the user's manual at any time if there are any questions about how the TSR system works.
3. The TSR system creates it's own Notification of Training form which the Training Coordinator prints once Classroom training has been scheduled. The Training Coordinator will send the Notification of Training form to the employee's manager a minimum of two weeks before the class is to be taken.

4. The employee will sign an attendance roster when reporting for Classroom training. The Training Instructor sends completed attendance rosters to Plant Training Records so the information can be entered into the TSR system.
 5. Once the employee has successfully completed the training course, the employee will forward the completed Notification of Training form with the instructor's signature to the Training Coordinator who will place the form into the employee's training record.
 - a. If for any reason an employee can not attend a scheduled class, the employee and/or supervisor must write the reason for not attending the class on the Notification of Training form and send the completed form to the Training Coordinator. The Training Coordinator will place the form into the employee's training record.
 6. The TSR system will automatically update the QPT showing when the training was completed.
- C. Process to schedule personnel for Computer-Based Training (CBT).
1. Once the Training Coordinator determines what CBT courses the employee needs, the Training Coordinator will ensure training is scheduled at one of the CBT Satellite Centers.
 - a. Schedule training at the T130E Satellite Center by calling X6473.
 - b. Schedule training at the T750B Satellite Center by calling X4514.
 2. The Training Coordinator will print out a standard Notification of Training form and send it to the employee's manager a minimum of two weeks before the class is to be taken.
 3. The employee will sign an attendance roster when reporting to the Satellite Center to attend training. The Training Instructor sends completed attendance rosters to Plant Training Records so the information can be entered into the TSR system.
 4. Once the employee has successfully completed the training course, the employee will forward the completed Notification of Training form with the instructor's signature to the Training Coordinator who will place the form into the employee's training record.
 - a. If for any reason an employee can not attend a scheduled class, the employee and/or supervisor must write the reason for not attending the class on the Notification of Training form and send the completed form to the Training Coordinator. The Training Coordinator will place the form into the employee's training record.
 5. The TSR system will automatically update the QPT showing when the training was completed.

D. Process to schedule Job Specific Training

1. Once the Training Coordinator determines what Job Specific training the individual needs, the Training Coordinator will schedule the training through the designated Training Instructor.
2. The employee will sign an attendance roster (if applicable) when reporting for the Job Specific training. The Training Instructor sends completed attendance rosters and/or completed qualification documents to Plant Training Records so the information can be entered into the TSR system.
3. The Training Coordinator will print out a standard Notification of Training form and send it to the employee's manager a minimum of two weeks before the training is to be delivered.
4. Once the employee has successfully completed the Job Specific training, the employee will forward the completed Notification of Training form with the instructor's signature to the Training Coordinator who will place the form into the employee's training record.
 - a. If for any reason an employee can not attend a scheduled class, the employee and/or supervisor must write the reason for not attending the class on the Notification of Training form and send the completed form to the Training Coordinator. The Training Coordinator will place the form into the employee's training record.
5. The TSR system will automatically update the QPT showing when the training was completed.

E. Retaining training records.

1. The Training Coordinator will create a training record for each individual assigned to the Training Coordinator.
2. Every time a class has been completed, the employee is required to return the signed Notification of Training form to the Training Coordinator to be placed into the employee training record. If an employee received a certificate for completed training, a copy of the certificate must also be forwarded to the Training Coordinator.
 - a. For training that is required only one time, the documentation of the completed training must be retained in the employee training record permanently.
 - b. For training that requires updating, documentation of the completed training must be retained until the training has been repeated.

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